

PART H: TLE ALLOWANCE WITHIN CONUS

U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary QTRS in CONUS due to a PCS.

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, DESIGNATED PLACE (APP A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

NOTE: *TLE is payable incident to a move when entering active duty to the first PDS.*

2. After arriving at the new CONUS PDS, DESIGNATED PLACE, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS authorization/order is cancelled or revoked after the member occupies temporary QTRS. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for GOV'T QTRS assignment, or while completing arrangements for other permanent living accommodations when GOV'T QTRS are not available.

NOTE: *The 'TLE days' covered must be used in the vicinity of the old/new PDS, DESIGNATED PLACE, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.*

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a DESIGNATED PLACE (APP A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A DESIGNATED PLACE en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS authorization/order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS authorization/order issuance (see Ch 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or
6. When ordered to ITDY.

NOTE: A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and DESIGNATED PLACE in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and DESIGNATED PLACE in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS DESIGNATED PLACE and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS DESIGNATED PLACE; or

Effective for TLE incurred 20 March 2008 through and including 31 December 2009 (30 May 2006 – 19 March 2008 maximum number of days TLE was 20 days)

5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
 - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or
 - b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

Location	Effective for Dates	Number of TLE days
Fort Drum, NY	22 Mar 2007 – 19 Mar 2008	20
Fort Drum, NY	20 Mar 2008 – 31 Dec 2009	60

NOTE: A member paid 20 days TLE before 20 March 2008 who is still in temporary QTRS on 20 March 2008 may be authorized up to an additional 40 days TLE if needed starting on 20 March 2008. No more than 60 days TLE may be paid to an individual member.

U5715 TEMPORARY QTRS

Temporary QTRS for the member/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new PDS/DESIGNATED PLACE; and
3. May be allowed if assigned family-type GOV'T QTRS are not occupied because:
 - a. HHG have not been shipped from the old PDS; or
 - b. HHG have not been received at the new PDS; or
 - c. GOV'T QTRS are undergoing repair/renovation; or
 - d. HHG have been packed, picked up and/or shipped from the losing PDS; or
 - e. For similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

Effective 26 November 2008

U5720 REIMBURSEMENT

A. Member-Married-to-Member. When both spouses are members:

1. Each may be reimbursed up to \$290 per day, and
2. Both may not claim the same dependent(s) for TLE on the same days, and
3. One member may not claim the other member for TLE payment, and
4. TLE *may be paid*, in addition to TQSE for civilian employees, (see JTR, Ch 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

B. Per Diem Rate. The *locality* per diem rate based on the PDS (or DESIGNATED PLACE, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

1. May be reimbursed a maximum of \$290 per day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days (B-221732, 10 April 1987); and
2. May choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s); and
3. Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days; and

4. Should use available GOV'T QTRS (see par. U1045).

NOTE: When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. See par. U1045.

D. Reimbursement Example:

1. A member occupies temporary QTRS at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary QTRS for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290 per day.

E. Reimbursement Computation

Step 1: Determine the daily lodging ceiling and M&IE rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary QTRS	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine the lodging cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

Step 3: Determine the gross daily equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

Step 4: Determine the applicable daily rate. Compare \$290.00 with the Step 3 amount. Pay the lesser of these two amounts for that day.

NOTE: The locality *per diem* rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only. See par. U2025 for the current Standard CONUS per diem rate.

***EXAMPLE 1 -- TLE ALLOWANCE**
Member with no dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$124 (\$78/ \$46). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

***EXAMPLE 2 -- TLE ALLOWANCE**
Member with 3 dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$70 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$112 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$153.60 \$153.60/day x 8 days = \$1,228.80

***EXAMPLE 3 -- TLE ALLOWANCE**
Two Members with other dependents

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$116 (\$70/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that GOV'T QTRS are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	 100% x \$46 = \$46 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	 100% x \$46 = \$46 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).	

***EXAMPLE 4 – TLE ALLOWANCE**

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$115 (\$69/ \$46). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that GOV'T QTRS are not available. **NOTE: In this example, each member claims the two dependent children BUT for different days.** The members are authorized TLE, computed as follows:

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$46.00 = \$ 57.50
Lodging	125% x \$69.00 = \$ 86.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$100.00 vs. \$86.25 \$86.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$57.50 + \$86.25 = \$143.75
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$143.75 \$143.75/day x 10 days = \$1,437.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$46.00 = \$57.50
Lodging	125% x \$69.00 = \$ 86.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$86.25 \$86.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$57.50 + \$86.25 = \$143.75
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$143.75 \$143.75/day x 10 days = \$1,437.50
The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$2,875 (\$1,437.50 + \$1,437.50).	

***EXAMPLE 5 – TLE ALLOWANCE**

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$116.00 (\$70/ \$46). The member certifies that GOV'T QTRS are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	$160\% \times \$71.00 = \113.60 $160\% \times \$161.00 = \257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$113.60 + \$195 = \$308.60$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 $\$290/\text{day} \times 2 \text{ days} = \580
NEW PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	$160\% \times \$46.00 = \73.60 $160\% \times \$70.00 = \112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$112 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$73.60 + \$85.00 = \$158.60$
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 $\$158.60/\text{day} \times 6 \text{ days} = \951.60
The member is authorized a total of \$1,531.60 (\$580.00 + \$951.60) for TLE.	

***EXAMPLE 6 – TLE ALLOWANCE**

A member occupies temporary QTRS at the new PDS for 12 days (1-12 April) at \$52/night (\$47 per night plus \$5 tax). The new PDS locality per diem rate is \$123 (\$77/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18-29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$127 (\$81/ \$46). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that GOV'T QTRS were not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate) M&IE Lodging	$65\% \times \$46.00 = \29.90 $65\% \times \$77.00 = \50.05	$100\% \times \$46.00 = \46.00 $100\% \times \$81.00 = \81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$50.05 \$50.05	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$29.90 + \$50.05 = 79.95$	$\$46.00 + \$60.00 = 106.00$
Combined Total:	$\$79.95 + \$106.00 = \$185.95$	
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$185.95.	\$290.00 vs. \$185.95 $\$185.95/\text{day} \times 10 \text{ days} = \$1,859.50$	

***EXAMPLE 7 – TLE ALLOWANCE**
Two Rooms Occupied

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off-post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that GOV'T QTRS are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

U5725 FUNDS ADVANCE

An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

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PART I: PET QUARANTINE

U5800 GENERAL

This Part clarifies pet quarantine reimbursement for PCS moves.

U5805 PET QUARANTINE REIMBURSEMENT

Reimbursement for actual mandatory household pet quarantine fees is authorized not to exceed \$550 per PCS move.

U5810 GENERAL PET INFORMATION

*A. GOV'T-funded Pet Transportation Not Authorized. *Pet transportation is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS IAW par. U6016.*

*B. Pet Quarantine Information. The following websites contain useful information on pet quarantine:
http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_pets.html or
<http://www.cdc.gov/ncidod/dq/animal/index.htm>

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

1. A traveler who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, 1-800-358-2104 or (703) 358-2104.

*2. The website address for obtaining information on permits through the FWS is located at <http://www.fws.gov/permits/>. A fact sheet for traveling abroad with your bird may be found at <http://international.fws.gov/pdf/pe.pdf>. Applications for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is located at <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties.
2. Accompanied baggage and HHG shipment (UB, etc.) must not include live animals.
3. TLE or TLA – lodging expense incurred for the member's pet, for example a second hotel room (pars. U5700 and U9150-A). Adopted from GSBCA 15843-RELO, 24 July 2002.
4. Kennel or boarding fees, for example, the member paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member's residence. Adopted from GSBCA 16104-RELO, 19 June 2003.
5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable a member to bring a pet to the new PDS. Adopted from GSBCA 16827-RELO, 14 April 2006.

U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When member and/or dependent transportation includes a pet shipment, see the NOTE in APP P, Part I, par. A6a.